

Kentucky Early Literacy Leadership Network (KyELLN) Assurances

Between

[Please insert school district name] *Oldham County*

and

The Office of Teaching and Learning (OTL)

I. Goals

The KyELLN aims to:

- Provide an opportunity for district and school leaders to connect and learn from one another;
- Build sustainable district-level models for early literacy instructional programs connected to high-quality instructional resources;
- Develop strong systems and structures for early literacy instruction; and
- Support leadership and professional learning communities and effective planning practices.

II. Participation

- **Target Audience:** The network will work with district partners in Eastern, Central, and Western Kentucky.
- **District Team Composition:** Each participating district will form a 5-7 member team consisting of:
 - At least 1 district-level leader/decision-maker (e.g., Superintendent, CAO, Supervisor of Curriculum & Instruction);
 - At least 2 elementary building principals (if the districts has 2 or more elementary schools); and
 - Additional team members identified by the district, including, but not limited to, instructional coaches, literacy lead teachers, and/or reading specialists.

III. Timeline and Session Delivery

1. **September 2025:** Session 1 will be held **in-person** at the location determined for each region:
 - a. **September 16th for the Western KY network, Murray**
 - b. **September 17th for the Central network, Lexington**
 - c. **September 18th for Eastern network, Hazard**
 - d. **September 18th for the South Central network, Bowling Green**

2. **January 2026:** Session 2 will be conducted **virtually**.
 - a. **January 13th for the Western KY network, Murray**
 - b. **January 14th for the Central network, Lexington**
 - c. **January 15th for Eastern network, Hazard**
 - d. **January 16th for the South Central network, Bowling Green**
3. **March 2026:** Session 3 will be held **in-person** at the location determined for each region.
 - a. **March 23rd for the Western KY network, Murray**
 - b. **March 24th for the Central network, Lexington**
 - c. **March 25th for South Central network, Bowling Green**
 - d. **March 26th for the Eastern network, Hazard**

Key logistics:

- Each session will run from **9 a.m. to 2 p.m. local time**.
- The OTL will **reimburse travel** for participants of the KyELLN. This includes mileage and hotel for those traveling greater than 40 miles. In order to complete the reimbursement form, each participant will need to have a vendor ID number. Please see Finance and Administration Cabinet's Vendor Self-Service (VSS) website at [Welcome to CGI Advantage Vendor Self Service Portal: Home \(ky.gov\)](#) to create new vendor IDs (K#) as well as modify existing vendor IDs. If the vendor has questions regarding the VSS site, please contact the Finance Customer Resource Center at 502-564-9641 or at finance.crcgroup@ky.gov. Copies of the travel voucher and instructions will be provided at the end of each network meeting.

IV. Incentives

Participating districts will receive:

- Access to TNTP Science of Reading Coursework for Secondary ELA Teachers.
- Targeted coaching from KDE Principal Support Leaders and/or Regional Literacy Coaching Directors, TNTP and SchoolKit partners.

V. Roles and Responsibilities

District:

- Form and maintain a district team as described above. ERP (District POC initials)
Include team member names and email addresses below:

	Team member name	Team member email address
1	Elizabeth Dant	elizabeth.dant@oldham.kyschools.us
2	Sarah Whitt	sarah.whitt@oldham.kyschools.us
3	Erin Roberts	erin.roberts@oldham.kyschools.us
4	Kristin Wilson	kristin.wilson@oldham.kyschools.us
5	Jessica Buckley	jessica.buckley@oldham.kyschools.us
6 (optional)		
7 (optional)		

- Attend all **three (3)** scheduled network sessions and actively participate in network activities. ERD (District POC initials)
- Share relevant data and feedback with the network to support continuous improvement. ERD (District POC initials)

Office of Teaching and Learning:

- Provide access to professional learning opportunities related to High-Quality Instructional Resource implementation and early literacy evidence-based practices to increase access to grade-level learning in K-5 literacy.
- Facilitate and coordinate all sessions and coaching activities.
- Cover travel expenses and substitute costs.

VI. Signatures

For [School District Name]: Oldham Co. Schools

District Point of Contact Signature: Elizabeth Dant
 Print Name: Elizabeth Dant
 Title: Elem. Level Director
 Date: 8/12/25

Superintendent Signature: Claudette Z. Herald
 Print Name: Claudette Herald
 Title: Superintendent
 Date: 8.13.25